


MEMORANDUM



FINANCIAL SERVICES

DATE: May 20, 2021

TO: Justin Hess, City Manager

FROM: Jennifer Becker, Financial Services Director 
By: Leana Mkrtychyan, Budget Manager

SUBJECT: Fiscal Year (FY) 2021-22 Budget Study Sessions Follow-up Items

At the April 27 and May 4 Budget Study Sessions, the City Council identified multiple items requiring additional follow-up information from staff. Items requested at the April 27 Budget Study Session were provided to the City Council on May 7, 2021. The attached packet includes memos addressing the items requested at the May 4 City Council meeting.

The following is a summary of the requested items:

	Date of Request	Department	Item	Status
1)	4/27/2021	Burbank Water & Power	Financial Assistance Programs Offered by BWP	Distributed on 5/7/2021
2)	4/27/2021	Financial Services	Management Services' Budget Request for a Department of Transportation Electronic Recordkeeping System	Distributed on 5/7/2021
3)	4/27/2021	Fire	FY 2021-22 Travel and Training Budget Overview	Distributed on 5/7/2021
4)	4/27/2021	Library	Potential Utilization of College Students as Instructors in the Spark! Digital Media Lab	Distributed on 5/7/2021

	Date of Request	Department	Item	Status
5)	4/27/2021	Parks & Recreation	5-Year History of New Positions/Upgrades	Distributed on 5/7/2021
6)	4/27/2021	Parks & Recreation	Burbank Program, Activity, and Service Subsidy Program – Participant Update	Distributed on 5/7/2021
7)	4/27/2021	Police	Summary of the FY 2021-22 Traffic Bureau Staffing and Budget	Distributed on 5/7/2021
8)	4/27/2021	Public Works	Homeless Encampment Cleanups Budget Request	Distributed on 5/7/2021
9)	4/27/2021	Public Works	Retention Issues Related to Refuse Drivers	Distributed on 5/7/2021
10)	5/4/2021	Community Development	Burbank Bridge Grand Opening	Included
11)	5/4/2021	Community Development	Placing a City Identifier on or near the Burbank Bridge	Included
12)	5/4/2021	Fire	Requests Presented by the Burbank Fire Fighters' Association	Included
13)	5/4/2021	Parks & Recreation	Ongoing Funding for the Arts	Included
14)	5/4/2021	Police	Increasing the Stipend Paid to Reserve Police Officers by 3%	Included

Staff will be available to answer questions on any of the follow-up items at the May 25 Budget Public Hearing and will incorporate all approved appropriations into the FY 2021-22 Adopted Budget as directed.

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: May 25, 2021

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director *PP*
BY: David Kriske, Assistant Community Development Director

SUBJECT: Burbank Boulevard Bridge Reopening Celebratory Event

As part of the City Council's review of the Fiscal Year 2021-2022 Budget, Mayor Frutos requested information on the feasibility of holding a celebratory event as part of the reopening of the new Burbank Boulevard Bridge. Caltrans continues to make progress on the Burbank Boulevard Bridge construction and plans to open the bridge to traffic in September 2021.

BACKGROUND AND DISCUSSION

In responding to this request, staff investigated two options for holding an event prior to the opening of the new Burbank Boulevard Bridge to traffic. Both options were discussed with the Caltrans corridor construction manager overseeing the overall freeway project. The options considered were:

1. **Opening Day "Ribbon Cutting" Ceremony.** This event would be held on the day of the bridge reopening a few hours before the bridge is open to traffic. The event would allow elected officials and other select community members to memorialize the bridge reopening just prior to its opening to traffic, and could include a ceremonial ribbon cutting and possible vehicle and/or pedestrian procession across the new span prior to opening.
2. **Weekend Community Event.** Planning a broader community event on the closed bridge a few days before its opening to traffic. A community event would be open to the broader public and would include an opportunity to walk on the closed bridge prior to its opening to traffic. The community event would include opportunities for the City, businesses, and/or community organizations to hold events or other

attractions on the bridge to celebrate the opening while providing entertainment or events for the broader community.

Staff consulted with Caltrans on the feasibility of both types of events. Caltrans indicated that Option 1 is feasible and could be planned and executed with existing public information and community outreach resources from both agencies. It could be coordinated more easily with construction activities and accounted for in the activities that Caltrans and its contractor are accustomed to when preparing a new roadway facility for traffic. Under this option, City outreach and Public Information Office staff, along with Caltrans public relations officials, would coordinate the event with elected officials from Burbank and surrounding communities as well as regional, state and, federal representatives. The event would include a ceremonial ribbon cutting and could be documented for rebroadcast on Burbank TV and social media.

Caltrans indicated that Option 2 is not feasible given the pace and progression of construction for the freeway project. The biggest impediment to Option 2 is the liability risk of allowing the broader public onto the bridge, which would still be an active construction site controlled by the Caltrans contractor. In addition, there would be logistical issues in allowing people to access the event across a construction zone and through on- and off-ramps that are carrying traffic. Further, even when the bridge is ready to carry traffic, there will still be several unfinished "punch list" items for the contractor to complete prior to the bridge being handed over to Caltrans for maintenance responsibility, and introducing the public onto the bridge when these punch list items are not finished could interfere or delay bridge completion. And finally, implementing a Community Event would require use of City staff time and budget beyond existing PIO and consultant outreach resources to plan and execute the event. These additional costs could be \$50,000 and would require about 160 extra staff hours to implement, including funds for additional safety measures and traffic control, tent rentals, audio-visual needs, and entertainment. For these reasons, staff believes that Option 2 is not feasible.

FISCAL IMPACT

Implementing Option 1 would not have a fiscal impact, as coordinating and executing a ribbon-cutting event could be accomplished with existing City staff and consultant resources, in concert with Caltrans staff. Implementing Option 2, even if feasible, would cost approximately \$50,000 and would require about 160 hours of Community Development staff time to complete.

CONCLUSION

Staff recommends that the City Council provide direction on whether to work with Caltrans to hold a Burbank Boulevard Bridge Reopening Ceremonial Ribbon Cutting event as described in Option 1 above. Holding a ceremonial Community Event is not feasible given the ongoing construction activity to open the bridge to traffic and continue with construction activity to complete the project.

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: May 25, 2021

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director *DUE FOR PP*
BY: David Kriske, Assistant Community Development Director *DLK*

SUBJECT: Caltrans Burbank Boulevard Bridge Community Identifier

As part of the City Council's review of the Fiscal Year 2021-2022 Budget, Vice Mayor Talamantes requested information on the Burbank Boulevard Bridge project and the potential for installing a community identifier at the Burbank Boulevard interchange. Caltrans continues to make progress on the Burbank Boulevard Bridge construction and plans to open the bridge to traffic in September 2021.

BACKGROUND AND DISCUSSION

The City Council considered whether to pursue an additional aesthetic treatment in September 2017 as part of the Burbank Boulevard Bridge portion of the Interstate 5 North High Occupancy Vehicle/Empire Avenue Interchange project. At the time, the City Council directed staff to pursue additional landscaping improvements along the nearly two mile long Metro railroad right of way disturbed by the Caltrans project, and these improvements are included in the City's list of unmet project needs, for which the City is current seeking funding from Metro and Caltrans.

More recently, in seeking funding for the City's unmet project needs, staff has included a project to construct a community identifier as part of the overall project list should Caltrans, Metro, and the City's County and State elected officials successfully secure funding for these projects. As part of the most recent unmet needs list update, staff included a request for \$150,000 to fund a community identifier located along Interstate 5 near the Burbank Boulevard Interchange. If secured, this funding could fund the installation of a community identifier located along the side of the freeway near the interchange, identifying the City of Burbank to passing motorists.

Should the City receive funding through the unmet needs list and the City Council wish to proceed with the project, the Council would need to direct staff to procure consultant services for an artist or landscape architect with experience developing aesthetic improvements that meet Caltrans design guidelines. Separately, staff would also recommend procuring the services of a project manager with specific experience in the Caltrans approval, permitting, and construction process for community identifiers.

Should the City Council wish to pursue a more elaborate artistic or aesthetic improvement at the Burbank Boulevard Interchange, the September 2017 City Council staff report included additional information and high-level costs for larger community identifiers. The staff report (Attachment 1) includes a description of landscape and aesthetic treatments currently included in the Caltrans project, a description and examples of the three categories of Caltrans artistic or aesthetic treatments allowed by Caltrans, and the rough order-of-magnitude costs to install these more elaborate treatments. The range of costs for these larger improvements identified could be around \$500,000 to \$1,000,000 to design and construct. To pursue a larger project, the City could either 1) pursue additional outside funding to fund all or part of these costs, or 2) appropriate local funds such as Transportation Development Impact Fees. An artistic or aesthetic monument specific to Burbank does not provide a regional transportation benefit, therefore the likelihood of securing outside funding for a larger improvement is low. It is therefore likely that local funds will need to be allocated for a larger project.

FISCAL IMPACT

The \$150,000 cost to construct a community identifier has been included in the City's most recent Interstate 5 project unmet needs list. Additional local Transportation Development Impact Fees funding in the amount of \$25,000 would be needed to procure a project manager with specific experience in the Caltrans approval process for community identifiers. Should a larger or more elaborate artistic or aesthetic treatment be desired, costs could range from \$500,000 to \$1,000,000, based on various aesthetic projects constructed elsewhere in the region. Regardless of the type of monument installed, the City would incur an additional annual fiscal impact for maintenance, which cannot be estimated until the type and scope of the improvement is identified.

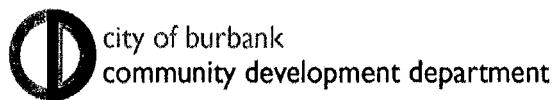
CONCLUSION

Staff recommends that the City continue to pursue funding for landscape treatments along the Metro railroad right-of-way disturbed by the Caltrans Interstate 5 North High Occupancy Vehicle / Empire Interchange Project as directed by the City Council. Should the City receive funding for a community identifier through the Interstate 5 Project Unmet Needs list, staff would recommend hiring the appropriate design and project management consultants to prepare a design, seek approval from Caltrans to install, and oversee construction. If the City Council wishes to install a more elaborate artistic or aesthetic treatment, the City could seek additional outside funding or utilize local funds. Staff continues to coordinate with Caltrans, Metro, the City's Metro Board of Directors

representatives, and its state legislative representation to ensure that the project is completed as promised including resolution of the City's unmet project needs.

ATTACHMENT

Attachment 1: City Council September 19, 2017 Staff Report on Additional Artistic or Aesthetic Treatments for the Interstate 5 High Occupancy Vehicle / Empire Interchange Project



staff report

DATE: September 19, 2017

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director
By: David Kriske, Assistant Community Development Director

SUBJECT: **Additional Artistic or Aesthetic Treatments for the Interstate 5 High Occupancy Vehicle / Empire Interchange Project**

RECOMMENDATION

Staff requests the City Council review and consider information about artistic treatments in Caltrans freeway right of way as part of the Interstate 5 High Occupancy Vehicle (HOV) / Empire Interchange Project. Given the high capital and maintenance costs, staff does not recommend the City pursue installation of additional artistic or aesthetic treatments. Instead staff recommends the City Council direct staff to request additional funding from Metro to improve the landscaping and aesthetics of the long retaining wall constructed along San Fernando Boulevard and Victory Place for the railroad grade separation at Buena Vista Street. Landscaping and aesthetics for this wall is not included in the project.

BACKGROUND

At the June 27, 2017 City Council Meeting, the City Council requested further information about options to install additional aesthetic treatments or community identification as part of the Interstate 5 High HOV / Empire Interchange Project, particularly around the Burbank Boulevard Interchange. The current freeway design includes several aesthetic treatments along the Interstate 5 corridor in Burbank, including architectural designs imbedded in bridge barriers and abutment walls that carry a common theme throughout the corridor. A special artistic treatment has been installed on two of the Empire Interchange retaining walls that capture the aviation history of the adjacent former Lockheed B-1 Plant (Exhibit A). At Burbank Boulevard, the bridge abutments include an architectural detail depicting a representation of the adjacent Verdugo Mountains (Exhibit B). All bridge barriers in the project include a variation of this Verdugo Mountain theme depicted in an art-deco style reminiscent of historical buildings in Burbank and Glendale.

Previously, on August 26, 2014, the City Council received a presentation on the landscape and architectural elements included in the Interstate 5 HOV / Empire Interchange project. This meeting was the result of City Council's concern about freeway aesthetics, including a concern expressed by Councilmember Talamantes that the sound wall and bridge designs should be enhanced to include more community identification. At the meeting, Caltrans representatives presented the landscape and architectural treatments included in the I-5 project (presentation attached as Exhibit C). At the meeting, the City Council directed staff to

bridges, abutments, walls, and other project components for the Interstate 5 project have already been designed, costs to add aesthetics to the Burbank Bridge would likely exceed \$1,000,000 due to requirements to make design changes to the bridges and issue contract change orders to the Caltrans contractor. However, a free-standing transportation art piece or community identification monument may be more feasible as it could be integrated into the landscaped areas of the freeway, such as at the Burbank Boulevard Interchange. Should the City Council wish to proceed with an art or aesthetic improvement, the Council would need to direct staff to procure consultant services for an artist or landscape architect with experience developing aesthetic improvements that meet Caltrans design guidelines. In addition, one-time funding would need to be identified to pay for design and construction of the improvement, as well as annual recurring funding to maintain and repair the improvement once installed. Also, City staff resources would need to be devoted to managing the project, which would be administered similar to any other capital improvement project. These costs are not currently accounted for in the City budget. Staff has not identified a cost estimate for a free-standing monument but given the range of costs for the wall treatments in the projects discussed above, a monument project could cost around \$500,000 to design and construct.

Should the City Council wish to proceed with developing a city-sponsored artistic or aesthetic improvement as part of the Caltrans project, one-time funding to pay for the proposed improvement and ongoing funding for maintenance would need to be identified.

Former Ikea Site Redevelopment

The property owners of the former Ikea site have submitted a private development project to construct housing units and retail/restaurant space on their property, a portion of which abuts the Caltrans right-of-way at Burbank Boulevard. The proposed project includes a community identifier monument that would be constructed near the northbound Burbank Boulevard off-ramp. In lieu of a city-sponsored art piece in Caltrans right-of-way, the City Council may instead wish to consider integrating an art piece or community monument as part of this development project, if it is approved by the City Council. In addition, the property owners – who also own the Burbank Town Center – have proposed to Caltrans that they would like to slightly modify the freeway landscaping planned for northbound Interstate 5 between Magnolia and Burbank Boulevards and maintain the landscaping after the Burbank Boulevard Bridge is reconstructed. Staff is coordinating with Caltrans and the mall owners to prepare the appropriate agreements for this proposal, which would be considered by the City Council later this year.

Funding

Transportation Development Impact Fees are one funding source that could be used for the improvement. Although these funds are not specifically used for art installations, Impact Fees are currently funding the local contribution for the Empire Interchange, and City Council could allocate additional funds to cover an art installation for the adjacent Burbank Boulevard Interchange.

Another source of funding could be from the Art in Public Places Fund. The intent of this Fund is to finance new public art installations, however this Fund can also be used to enhance publicly financed art installations and maintain existing publicly-owned art. Currently the Fund has an available balance of \$540,944, and funding a freeway art installation would significantly deplete it. Staff believes that if the City Council wishes to use these funds for art in public right-of-way, a freeway location observed at high speeds would have less public

and the ongoing maintenance cost incurred by the City. The City may wish to consider an art installation as part of the potential redevelopment of the former Ikea site.

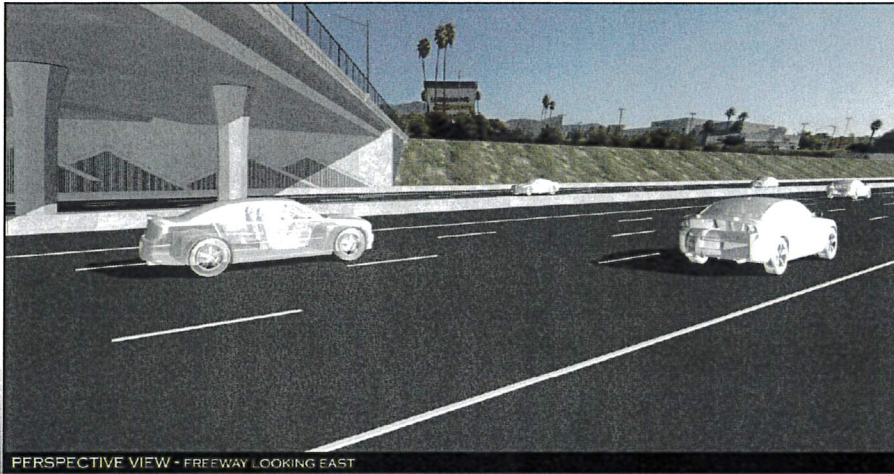
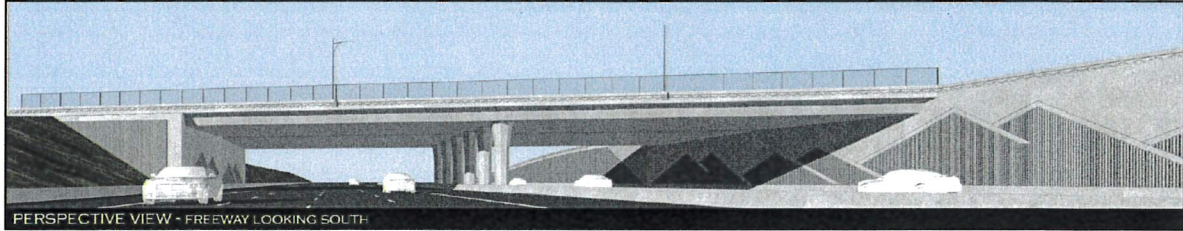
However, as discussed above, staff does recommend the City Council direct staff to pursue funding to improve the landscaping aesthetics of the long railroad retaining wall constructed along San Fernando Boulevard and Victory Place, because staff remains concerned that this wall will attract graffiti and remain visually unpleasant unless additional landscaping is identified. Staff recommends the City Council lobby Metro, Caltrans, and State legislative officials to secure additional funds to landscape this large transportation feature. While the cost of the railroad landscaping improvements is higher than the artistic elements for the Burbank Boulevard Bridge considered in this report, their value is significant in improving aesthetics and deterring graffiti along this long railroad wall.

EXHIBITS

- Exhibit A: Empire Interchange Retaining Wall Aesthetic Treatments
- Exhibit B: Burbank Boulevard Bridge Aesthetic Treatments
- Exhibit C: Caltrans 2014 City Council Presentation – Freeway Aesthetics
- Exhibit D: Caltrans Transportation Art Examples

EXHIBIT B

Burbank Boulevard Bridge Aesthetic Treatments

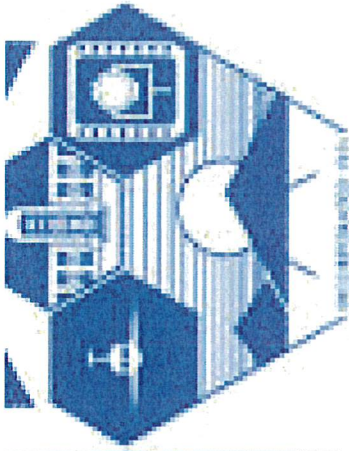


 DISTRICT 07 - LOS ANGELES COUNTY - ROUTE 5 (PM 29.4/31.6)
BURBANK BOULEVARD OC - CITY OF BURBANK

DRAWN BY: D.FOWKES, I.TASABIA, K.LI
DATE: 08/05/2014
PREPARED BY: OES BRIDGE ARCHITECTURE & AESTHETICS

**AESTHETICS AND
LANDSCAPE PROPOSED
FOR THE EMPIRE PROJECT**

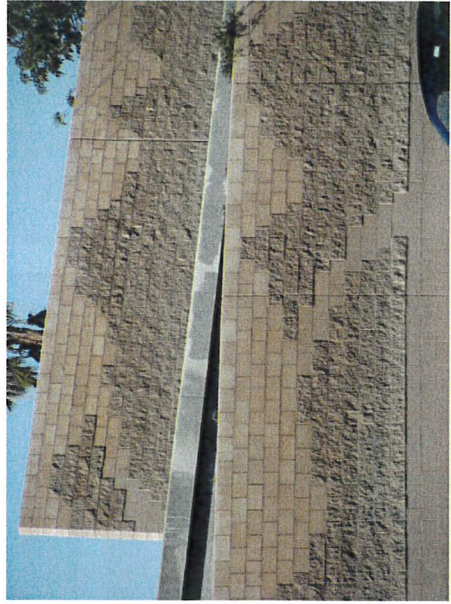
**SEGMENT 3 OF THE
I-5 CORRIDOR IMPROVEMENT
PROJECT**



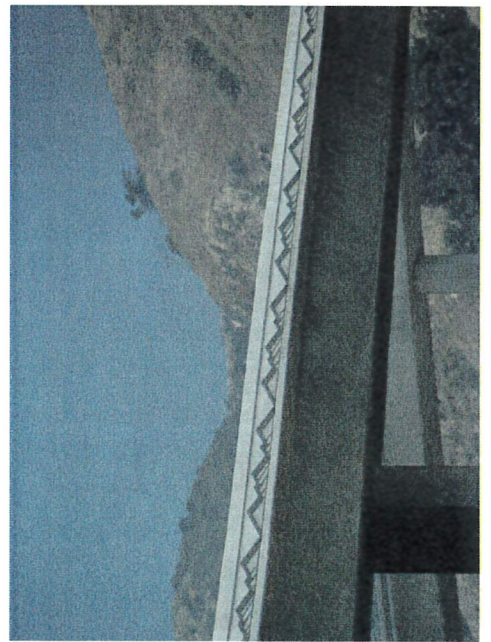
Verdugo Mountains and City Logo



EXHIBIT C-3

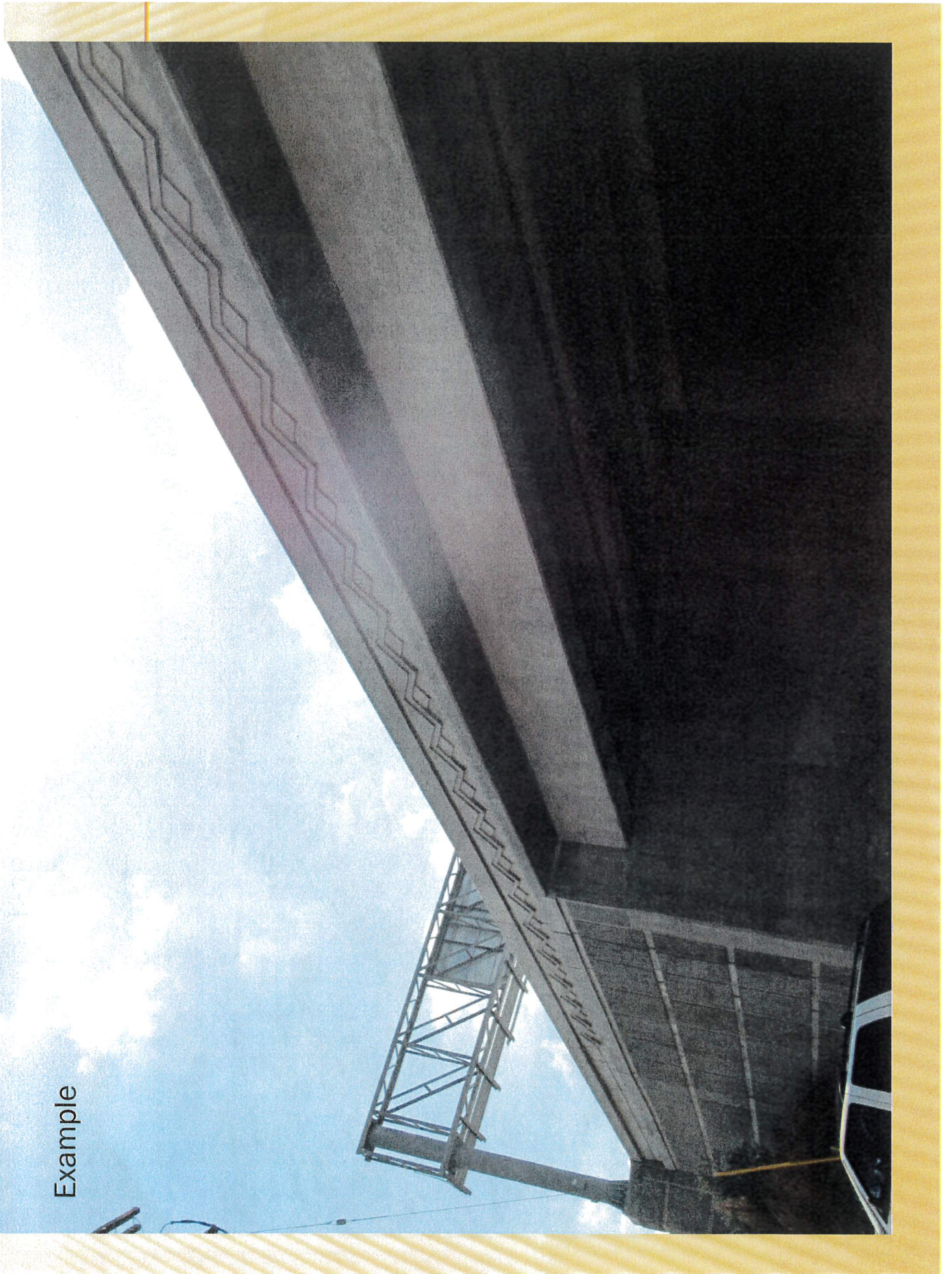


Other mountain motifs along Route 5 corridor



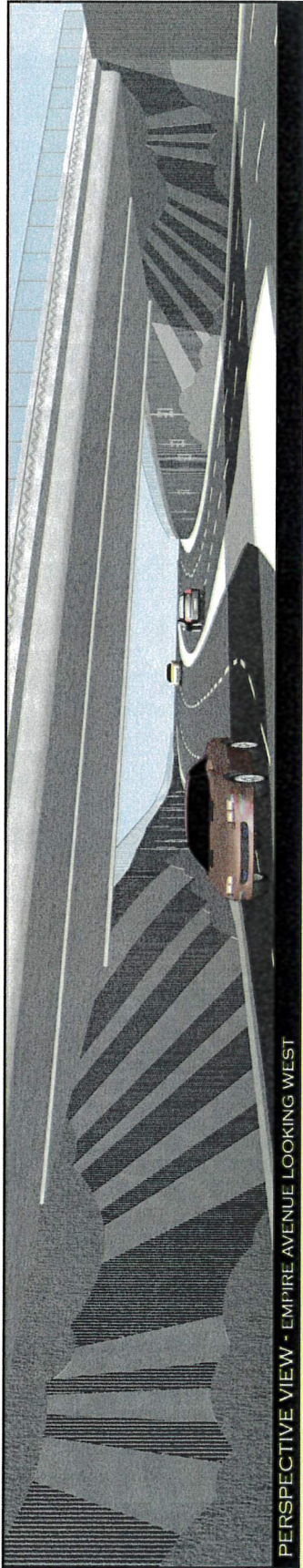


Example of Bridge rail

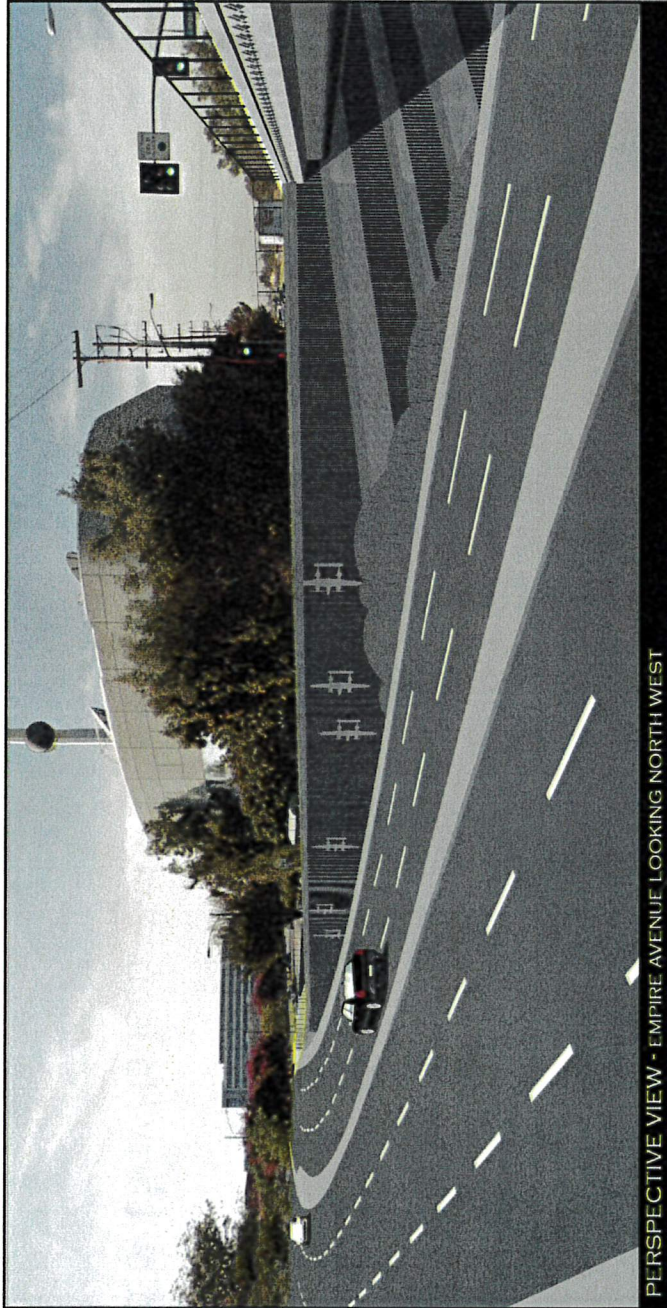


Example

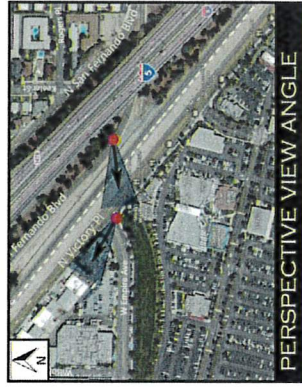
EXHIBIT C-7



PERSPECTIVE VIEW - EMPIRE AVENUE LOOKING WEST



PERSPECTIVE VIEW - EMPIRE AVENUE LOOKING NORTH WEST



PERSPECTIVE VIEW ANGLE

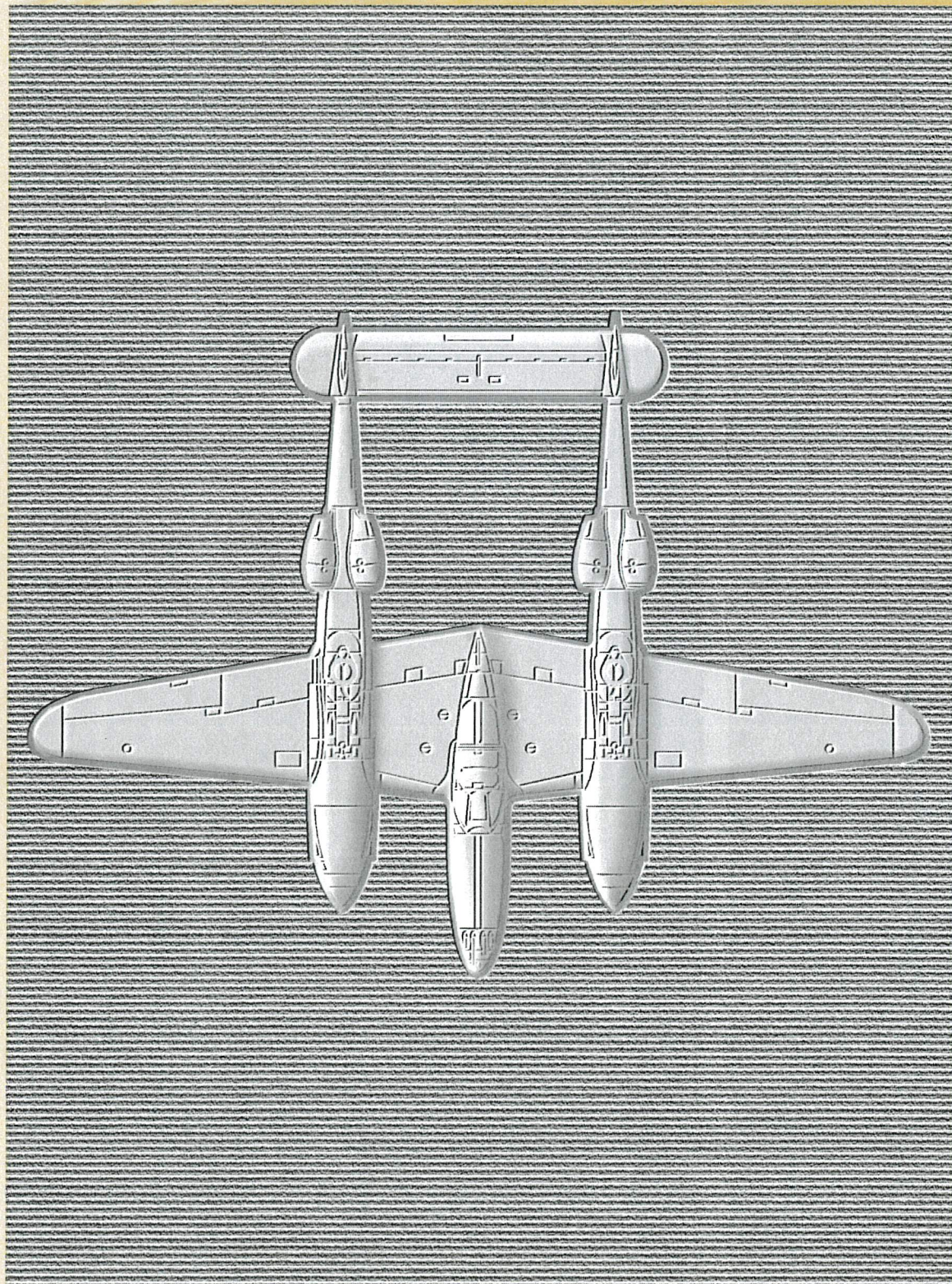


PROJECT LOCATION



DISTRICT 07 - LOS ANGELES COUNTY - ROUTE 5 (PM 29.4/31.6)
VICTORY PLACE SEPARATION - CITY OF BURBANK

DRAWN BY: D FOWKES, I TASABIA, K LI
 DATE: 08/05/2014
 PREPARED BY: DES BRIDGE ARCHITECTURE & AESTHETICS



rendering of P-38 on wall close up

Australia Willow



Karo



Prostrate Acacia



Iceplant

Lantana



Tree Aloe



Canary Island Pine



Burbank Blvd on and off ramps

Small -Leaf Tristania



Prostrate Acacia



© Mountain States Wholesale Nursery

Empire on and off ramps



Lantana



Pink Ironbark Eucalyptus

Buena Vista on and off ramps



Crape Myrtle (Fall)



Lantana

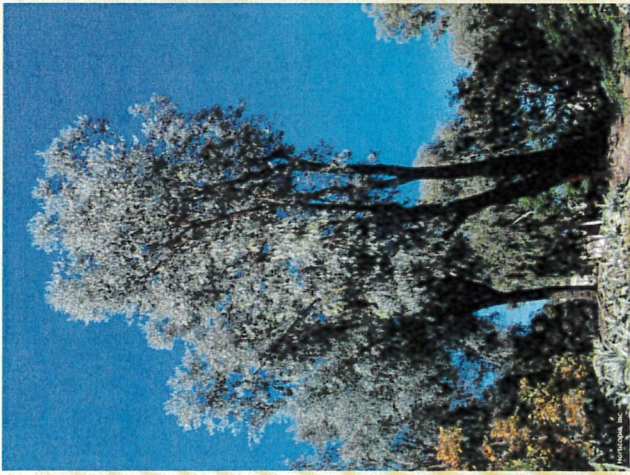


Deer Grass

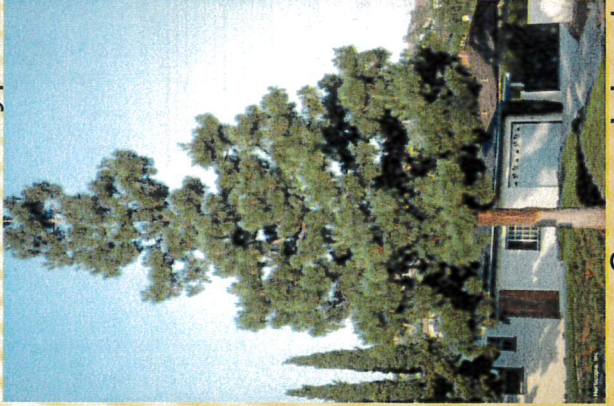


Algeria Ivy

Crape Myrtle (flower)



Pink Ironbark Eucalyptus



Canary Island Pine



California Sycamore



Prostrate Acacia



Boston Ivy

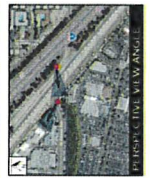


Violet Trumpet Vine



Small-Leaf Tristania

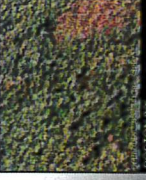
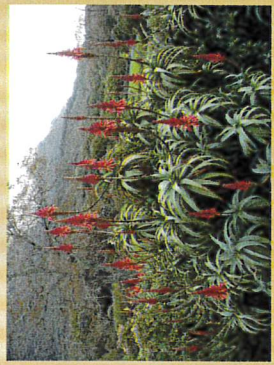
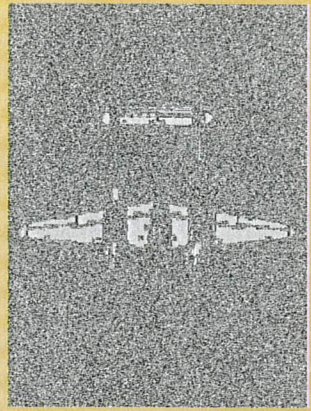
In between the interchanges and on Mainline



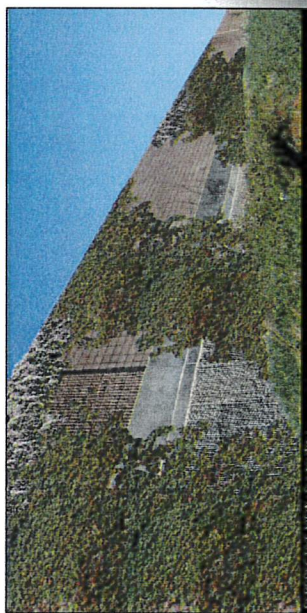
DISTRICT 07 - LOS ANGELES COUNTY - ROUTE 5 (PM 29.4/31.6)
 VICTORY PLACE SEPARATION - CITY OF BURBANK



DISTRICT 07 - LOS ANGELES COUNTY - ROUTE 5 (PM 29.4/31.6)
 VICTORY PLACE SEPARATION - CITY OF BURBANK



DISTRICT 07 - LOS ANGELES COUNTY - ROUTE 5 (PM 29.4/31.6)
 PROJECT SOUND WALLS - CITY OF BURBANK



DISTRICT 07 - LOS ANGELES COUNTY - ROUTE 5 (PM 29.4/31.6)
 PROJECT SOUND WALLS - CITY OF BURBANK

MEMORANDUM



FIRE DEPARTMENT



DATE: May 18, 2021

TO: Justin Hess, City Manager

FROM: Eric Garcia, Fire Chief *EA*

SUBJECT: FY 2021-22 Budget Response Memo

The purpose of this memorandum is to provide information regarding the Burbank Firefighters Local 778 (BFF 778) Fiscal Year (FY) 2021-22 priorities letter sent to the City Council on May 3, 2021. At the May 11, 2021 City Council meeting, Council Member Schultz requested additional information on the BFF 778 letter. It is the priority of the Burbank Fire Department (BFD) to collaboratively work with BFF 778 on operational and policy matters, and this memo will serve as a response to the BFF 778 priorities list communicated to the City Council.

BFF 778 Priority #1: Staffing and Retention

The subject of staffing and retention is also a high priority for BFD. Salary and compensation directives are set by the City of Burbank Financial Policies adopted by the City Council and enacted through the contract negotiation process conducted by the Management Services Department (MSD). This year, BFD has been successful in presenting and receiving approval by the City Manager to revise the firefighter paramedic differential structure to align with industry standards. The new structure allows the full firefighter paramedic differential to be given at time of appointment versus the previous four-year step increase process. This enables firefighter paramedics to immediately receive the full compensation package at the beginning of their appointment. Additionally, due to the count of firefighter paramedics that have transitioned to other fire agencies, BFD proposed and the City Manager approved an increase to the assessment paramedic differential as well. This increase to the assessment paramedic differential is in response to the current shortage in paramedics and will revert back to the previous pay structure once paramedic staffing levels have recovered. Additionally, BFD will be graduating 18 firefighter recruits from the Fire Recruit Academy on May 27th, which will fill all firefighter vacancies. This includes the City Manager-approved over hire of firefighters in anticipation of pending vacancies from retirements that will occur in the coming months.

BFF 778 Priority #2: Fleet and Facilities

BFD has an established partnership with the Public Works Department (PW) to annually assess and create Fund 532 replacement plans for its apparatus fleet. Apparatus replacement is based on three factors: National Fire Protection Association (NFPA) standards, maintenance versus acquisition cost ratios, and knowledge in recommendations from BFD's Equipment Specialist and Equipment Mechanic. PW also maintains citywide facilities upgrade and replacement plans through its annual capital improvement program and associated funding. This again is an ongoing partnership to plan for facility, infrastructure and maintenance needs. Additionally, BFD maintains both a fleet and facilities program managed by two Battalion Chiefs. Both programs oversee basic ongoing maintenance and repair needs that can be addressed through divisional general fund budgets. However, ultimately, there are replacement processes and plans in place to address BFD's ongoing fleet and facility needs. BFD has a strong working relationship with PW whereby coordinated efforts are made to manage the maintenance and capital outlay of larger station assets and overall lifespan. This coordinated effort has included a physical walk-through of each of the stations to identify priorities including station security, apparatus doors, cabinetry, and plumbing. Budgeted funds have been set aside for the installation of security cameras at all five outlying stations. Station 14's security system has been completed and the remaining stations have been delayed. This is due to the computer chip shortage impacting supply chains and directly related to the COVID-19's effect on manufacturing, production and shipping. There have been some issues that have occurred over the years, specifically with Fire Station 13, that are currently being addressed such as showers, water damage, and an assessment of structural integrity. These have been issues that have reoccurred over the course of multiple years and PW is currently working with the appropriate contractors to identify the scope of work that will be required to rectify these issues.

BFF 778 Priority #3: Comprehensive Cancer Screenings

BFD currently has an annual wellness and medical evaluation program in place. Beginning last calendar year, BFD began working in collaboration with MSD and BFF 778 to add a comprehensive cancer prevention component. This included meeting with Facey Medical Group to discuss concept development and feasibility. This is an ongoing initiative that will be developed thoughtfully to ensure the most successful outcome. The health and well-being of firefighters is an absolute priority, and BFD's goal is to implement a comprehensive cancer prevention component by next calendar year. The cost to add this component is still being evaluated, as certain aspects are already funded by MSD for the current wellness and medical evaluation program. Once the costing has been completed, this information will be provided to the City Council.

BFF 778 Priority #4: Chest Compression Devices

The LUCAS Device is an EMS tool that has demonstrated very positive outcomes in patient care. BFD is currently conducting a pilot program with these devices that will enable firefighters to gain first-hand knowledge and experience in their use. BFD is pursuing grant opportunities to purchase 3 LUCAS devices and recently received notice

that 2 of the 3 LUCAS Devices have been approved for grant funding. BFD is working to finalize the grant acceptance and purchase the devices. BFD will continue to pursue another grant funding opportunity to acquire a third LUCAS Device to complete the compliment. Should this effort become unsuccessful, BFD will be proposing a budget request via the Fiscal Year 2022-23 General Fund budget development process which begins in January 2022. The cost of each LUCAS Device is \$23,523.

In conclusion, BFD values the partnership with BFF 778 and is intent on continuing to work diligently towards constant improvement that is based on communication, planning, industry standards and ultimately providing the best service and care to the Burbank community.

MEMORANDUM



PARKS AND RECREATION

DATE: May 25, 2021

TO: Justin Hess, City Manager

FROM: Marisa Garcia, Parks, Recreation and Community Services Director
VIA: Kristen Smith, Parks and Recreation Deputy Director
BY: Erin Barrows, Recreation Services Manager

SUBJECT: Ongoing Funding for the Arts

BACKGROUND

At the May 4, 2021 City Council (Council) meeting, Vice Mayor Talamantes requested ongoing funding options to support the arts in the City of Burbank (City).

DISCUSSION

The City recognizes the value of arts and culture in a community. A vibrant arts community provides broader reaching benefits such as promoting physical and mental health; nurturing creativity; and improving the City's economy through tourism, infrastructure and job creation. Arts and culture unite a community through cultural events and activities.

The City promotes arts through various avenues including: the Betsy Lueke Creative Arts Center and its programs; a well-established Art in Public Places Committee and diverse public art program; an active Burbank Cultural Arts Commission (BCAC) with a mission to enhance Burbank's status as a regional arts destination; and diverse art programs, activities and events. The abovementioned is offered by the Parks and Recreation (P&R) Department with support of the Parks and Recreation Board. Moreover, since the 1970's the City has financially supported various performing arts organizations in Burbank starting with the loosely organized Performing Art Foundation to the Fine Arts Federation and the Burbank Arts & Education Foundation.

While the City has a thriving arts presence, staff is aware that there are diverse opportunities to enhance arts and culture in the community. Therefore, it is staff's recommendation that Council appropriate annual funding in the P&R Department's budget to enhance community support for the arts. If an annual arts allocation is approved, staff would engage arts stakeholders including the BCAC and P&R Board to explore options on how best to utilize these funds. One viable option that staff has considered is creating an art and culture grant program, similar to the Perform Arts Grant

that actively supported performing arts in Burbank from 1993 through 2004. The proposed grant program would assist local non-profit arts organizations, enhance and diversify current offerings, and encourage arts participation and experiences for all members of the community.

FISCAL IMPACT

In Fiscal Year (FY) 2005-06, Council set aside \$100,000 in a reserve account 001.ND000.30015.1032 to establish a Perform Arts Endowment. It was the intent that the interest earned on the \$100,000 would be used to restore the grant program. Council made an additional allocation of \$100,000 into this account in FY 2006-07. There is currently approximately \$220,000 in the account.

Because the reserve account was intended to support performing arts, it is the recommendation of the P&R Department that Council utilize these funds to enhance arts and culture in the community. Specifically, staff recommends that Council appropriate \$50,000 from the Performing Arts reserve account for the next four years beginning in FY 2021-22, until the funds are exhausted. Beginning in FY 2026-27, the annual allocation would be included in the City's General Fund. Staff would have ample time to consider and include the impact of this additional \$50,000 General Fund allocation in the Five Year Forecast.

CONCLUSION

The City has a history of financially supporting performing art since the 1970's; however currently there is not an on-going dedicated funding source to support arts and culture outside of P&R programming. As the Media Capital of the World and home to The Walt Disney Company, Warner Bros., Cartoon Network and Nickelodeon, the Council is in a unique position to utilize reserve funds to establish a legacy grant program that can actively foster, develop and assist organizations to encourage arts participation and experiences by and for all members of the public.

STAFF REPORT



POLICE DEPARTMENT

DATE: May 18, 2021

TO: Justin Hess, City Manager

FROM: Scott LaChasse, Chief of Police *Scott LaChasse*
VIA: Michael Albanese, Deputy Chief
BY: Courtney Padgett, Police Administrator

SUBJECT: Report on Consideration to Increase Reserve Officer Stipend

At the May 4, 2021, City Council meeting as part of the budget study discussion, Mayor Frutos requested a report on consideration to increase the Police Department's Reserve Officer stipend by three percent.

BACKGROUND

The Police Department has operated a reserve officer program since 1951. The primary purpose of the program is to provide additional staffing to the Department during emergencies or special events, to supplement and assist full-time Officers in the performance of their regular duties, and to increase citizen participation in the Department's provision of public safety services. The California Commission on Peace Officer Standards and Training (POST) requires that all Reserve Officers complete the same basic training academy program and field training program required for full-time Police Officers. Reserve Officers must also complete annual Departmental use of force training and weapons proficiency training and comply with POST continued professional training requirements. The Department currently has 12 Reserve Officers who have a combined total of approximately 245 years of law enforcement experience.

DISCUSSION

Reserve Officer Stipend Amounts

Reserve Officer positions are considered unpaid volunteer positions. To support the performance of their duties and participation in required training, Reserve Officers are provided three types of compensation:

- **Uniform Allowance** – Upon completion of initial training and their first 500 hours of service, Reserve Officers receive a \$500 uniform allowance. Thereafter, Reserve

Officers receive a \$300 uniform allowance upon completion of every 1,000 hours of service. For comparison, full-time Officers receive \$1,000 annually for uniform allowance as per the labor agreement with the Burbank Police Officers' Association (BPOA).

- Firearms Qualification Stipend - Reserve Officers are required to maintain the same proficiency with firearms as a full-time Officer. Reserve Officers receive \$360 annually for their participation in mandatory firearms qualification training. This is equivalent to the firearms qualification differential pay provided to full-time Officers as per the labor agreement with the BPOA.
- Operational Expense Allowance – Reserve Officers receive \$600 annually to offset costs associated with participation in the program, to include attendance at meetings, participation in training, fuel costs, uniform cleaning, etc.

During fiscal years 2018/19 and 2019/20, Reserve Officers worked an average of 201 hours per Officer per year. Thus far in fiscal year 2020/21, Reserve Officers have worked an average of 137 hours per Officer. Total hours worked include performance of Patrol duties, participation in training, and attendance at Reserve Officer meetings.

As the uniform allowance allocation is dependent upon the number of hours worked, the annual costs of the Reserve Officer program varies. Total expenditures for the program during the last three fiscal years are listed below:

Fiscal Year 2018/19 - \$9,180
Fiscal Year 2019/20 - \$9,540
Fiscal Year 2020/21 - \$10,940

Over the last three fiscal years, most Reserve Officers received a total annual stipend of \$960 (\$360 for firearms qualification training and \$600 for the operational expense allowance). Most Officers did not meet the total number of hours worked required in order to receive the \$300 uniform allowance. Generally, two to three Officers per year meet the criteria for the uniform allowance, receiving a total stipend of \$1,260.

Survey of Other Agency Reserve Officer Programs

The Department conducted a survey of other agencies throughout the region in regards to their Reserve Officer program and compensation model. The cities of Santa Monica and Torrance currently do not have a Reserve Officer program. Six of the cities contacted (Glendale, Pasadena, Inglewood, Anaheim, Garden Grove, and Santa Ana) utilize an hourly rate compensation model for Reserve Officers. The city of Huntington Beach pays a stipend of \$150 a month (\$1,800 per year). The city of Beverly Hills does not have a compensation model for their program. A summary of the agency Reserve Program survey is listed on the following page.

Police Department Reserve Program Survey					
City	Reserve Program?	Paid Hourly - Rate	Stipend/ Allowance	# of Reserve Ofcs	Notes
Burbank	Yes	N/A	\$960-\$1260/year	12	
Glendale	Yes	\$34.13	N/A	7	Hourly rate paid only for hours in excess of 32 hours worked per month
Pasadena	Yes	\$27-\$44.25	N/A	8	Reserves work special events only
Inglewood	Yes	\$28.73-\$31.47	\$1,050/year	0	Uniform allowance
Anaheim	Yes	\$25.20	N/A	3	
Garden Grove	Yes	\$23-\$25	N/A	9	
Huntington Beach	Yes	N/A	\$150/month	5	
Santa Ana	Yes	\$29.16	\$150/month	4	Total of 4 Reserves - 2 receive the hourly paid rate and 2 receive the monthly stipend (none receive both)
Torrance	No	N/A	N/A	N/A	
Beverly Hills	Yes	No	No	7	No stipend or allowance; Reserves do not conduct Patrol duties, rather perform administrative projects/duties
Santa Monica	No	N/A	N/A	N/A	Ended program in 2000

In regards to size of Reserve Programs, the agencies surveyed varied as to the number of Reserve Officers currently within their programs. Garden Grove had the highest

number with nine (9) Reserve Officers and Inglewood the lowest with zero (0) Reserve Officers active in their program at this time. Over the past five years, the Burbank Police Department has maintained an average of 10 Reserve Officers and currently has 12 Reserve Officers in the program. Consultation with the Reserve Program administrator indicated that the Department has not experienced challenges in maintaining an adequate number of Officers within the program. Current Reserve Officers also offered that the stipend amount is not a factor in their decision to participate in the program and did not indicate dissatisfaction with the current stipend allocation amount.

Budget

Within the Police Department's proposed FY 2021-22 budget, \$10,445 is allocated to the Reserve Officer program to support the aforementioned costs for uniform allowance, firearms qualifications stipend, and operational expense allowance. These funds also support an annual Reserve Officer appreciation function. Costs for the program when in excess of the allocated budgeted amount are assigned to the Department's general Patrol Division budget. The budget allocation for the Reserve Program represents 0.02% of the Department's total proposed budget (\$61,721,036).

Consideration to Increase Stipend Amount

As the firearms qualification stipend is based upon an agreed upon rate as per the negotiated labor agreement, it is not recommended that this area be adjusted at this time. A three percent increase to the uniform allowance would result in a \$9 increase for every 500 hours worked (an increase from \$300 to \$309). A three percent increase to the operational expense allowance would result in an \$18 increase annually per Reserve Officer (an increase from \$600 to \$618). These three percent increases would result in a maximum increase of \$27 annually per Officer, with most Officers likely to receive only an \$18 per year increase due to the number of hours worked requirement that must be met in order to receive the uniform allowance.

In effort to ensure all Reserve Officers receive an increased stipend to support and encourage their continued participation in the program and to offset any personal costs incurred, should the City consider an increase it might be best to do that in the operational expense allowance only rather than an overall three percent increase. This allowance is received by all Officers in the program annually.

FISCAL IMPACT

The fiscal impact associated with an increase to the annual Reserve Officer stipend will vary depending on the determined increase amount. As suggested by the Mayor, a three percent increase to the uniform allowance and the operational expense allowance would incur a total recurring additional cost of \$324 annually (\$27 per Officer) should all Officers qualify to receive the maximum stipend amount.

Any funding approved to provide for an increase to the Reserve Officer stipend shall be appropriated to expenditure account number 001.PD01H.62895.0000.000000.00000 (General Fund, Patrol-Reserves, Miscellaneous Expenses).

CONCLUSION

The Reserve Officer program is a volunteer program and is designed for individuals who have a desire to serve and contribute to the betterment of the community. The program is primarily intended for those who have an established career or who are retired from law enforcement or other professions. A Reserve Officer's willingness, commitment, and dedication to serve in this capacity is highly commendable and the program is a valuable means to augment the resources of the Police Department. Although individuals do not enter into the Reserve Program seeking monetary compensation, it is in the best interest of the City to maintain this program and to ensure that these volunteers receive an appropriate stipend to offset personal costs and to acknowledge the City's appreciation for their commitment to serve. The Department is supportive of an increase to the Reserve Officer stipend and recommends Council consider to increase the Reserve Officer annual stipend.